

## SUPPORTS INTENSITY SCALE (SIS) CHECKLIST

INDIVIDUAL NAME \_\_\_\_\_ Assessor \_\_\_\_\_

LOC END DATE \_\_\_\_\_ SIS Assessment DATE \_\_\_\_\_

**A new SIS is required if assessment is 24 months or older at the time the person centered Plan must be submitted**

### BEFORE THE MEETING

\_\_\_ contacted by assessor to schedule assessment

(Typically 3 months prior to LOC END DATE in the year the assessment is due). If you have not heard from an assessor 60 days prior to the LOC end date, please contact your regional assessor or [Debra.Hall@ky.gov](mailto:Debra.Hall@ky.gov)

\_\_\_ coordinate & confirm a date/time

\_\_\_ coordinate & confirm a neutral location

\_\_\_ invite individual, describe type of meeting

\_\_\_ identify & invite at least 2 qualified respondents

\_\_\_ invite family/guardian (attendance is optional)

\_\_\_ document invitation to family/guardian

\_\_\_ send courtesy reminder to respondents prior to meeting date (*optional*)

*Note: Make every effort not to have to reschedule. If rescheduling is unavoidable, provide the reason and notify the SIS Assessor as far in advance as possible. \**

### AFTER THE MEETING

\_\_\_ Access assessment from MWMA or SIS-A online

The website for SIS-A is <https://www2.sis-online.org/> Any case manager who had an account on the "old" SIS website has an account on the new SIS A website. The userID is the email address. The temporary password is Change123. You can log on once with this password, and then will be prompted to change it.

If you are unable to log on at all, or if you are unable to see reports once you log on, please contact Debbie Hall at [debra.hall@ky.gov](mailto:debra.hall@ky.gov) and specify which problem you are experiencing.

\_\_\_ Distribute SIS report to stakeholders, family/guardian, providers

\_\_\_ Use assessment to build person centered service plan

\_\_\_ choose 3-5 questions to support each service requested

*Note: Carewise will review the submitted SIS report in MWMA to approve the Plan*

### NEW ALLOCATIONS

**At allocation:** If an existing respondent network is available at the time of the allocation, a SIS may be completed. To schedule the assessment, please contact the assigned assessor for your region; or contact [Debra.Hall@ky.gov](mailto:Debra.Hall@ky.gov)

**After initial Plan Submission:** If there is not an existing respondent network available at the time of allocation, a 120 day plan may be submitted to start services. A SIS assessment is to be scheduled between the 90<sup>th</sup> and 100<sup>th</sup> day of the plan. **Please make contact with the assigned assessor for your region; or Debbie Hall, [Debra.Hall@ky.gov](mailto:Debra.Hall@ky.gov) as soon as the individual begins SCL services so they will know the timeframe to schedule the assessment.**

### RESPONDENT CRITERIA

1. KNOWN THE INDIVIDUAL 3 MONTHS OR LONGER AND
2. SPENT SUBSTANTIAL/SIGNIFICANT TIME SUPPORTING THE INDIVIDUAL IN VARIOUS LIFE ACTIVITIES

***Both criteria must be met to qualify as a respondent***

*\*The ratio of SIS Assessors to Individuals in the SCL waiver is approximately 1 to 450. Therefore, SIS Assessors generally need to have 2 assessments scheduled per day and have little latitude to accommodate specific scheduling requests.*